

FBI Check Process

For Youth Care Facility Program (YCF)

Option 1 – Fingerprint Cards

- ☞ Provider has applicant complete new hire paperwork
- ☞ Applicant has fingerprints rolled at selected location (**must have picture ID** and fee may be charged for rolling)
- ☞ Applicant returns cards to provider
- ☞ Provider sends cards, new hire paperwork (see New Hire Packet), check or money order for \$30 payable to: Criminal Records Division to QAD
- ☞ QAD sends cards and payment to DOJ
- ☞ Results are sent to QAD

Option 2 – Livescan

- ☞ Provider has applicant complete new hire paperwork.
- ☞ Provider sends new hire paperwork (see New Hire Packet) to QAD
- ☞ Applicant gets fingerprints scanned at Livescan location (**must have picture ID**)
- ☞ Payment in form of money order or check payable to Livescan agency must be submitted at time of scan. (\$30 + \$15 depending on location)
- ☞ Livescan prints sent electronically to DOJ
- ☞ Results sent to QAD

~OR~

If no criminal history and if all other forms have been submitted and the applicant has passed other background checks (CPS, SVOR):

QAD sends approval notification to provider.

If FBI, CPS, SVOR results disqualify applicant as a care giver:

- ☞ QAD sends details regarding results to applicant and procedure for appeal process.
- ☞ QAD sends notification of unapproved status to provider.